

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Transportation Engineer (Civil)	Division of Local Assistance / Office of Project Implementation	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Assistant Area Engineer	913-110-3135-005	June, 2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of a Supervising Transportation Engineer, the incumbent will process project related documents for the purpose of securing Federal and State funds for transportation projects implemented by local agencies. The Transportation Engineer, Civil is responsible for working with districts, other Headquarter (HQ) units, cities, counties, transportation planning agencies, and the Federal Highway Administration (FHWA), to assist the Area Engineer, who is a Senior Transportation Engineer, in the review, analysis and approval of local transportation projects. In addition, the incumbent may perform complex or detailed studies and reports regarding project implementation needs, problems, and accomplishments.

TYPICAL DUTIES:

Percentages

Essential (E)/ Marginal (M)¹

Job Description

- 50% (E) Responsible for assisting area engineer to help with project authorization on behalf of Caltrans, execution of project agreements with local agencies and making recommendations for project allocations to the California Transportation Commission (CTC). Employ technical engineering expertise to perform initial Caltrans engineering review for completeness and accuracy of funding and allocation requests such as Request for Authorization (RFA), E76s (Authorization to proceed) for Preliminary Engineering (PE), Right of Way (R/W), Utility Relocation and Construction (Con), Federal Transit Administration (FTA) Transfers, California Transportation Commission (CTC) Allocations, SB-45 (Senate Bill) Fund Transfers, Active Transportation Program (ATP) allocation and others. Review Planning, Programming, and Right of Way, Environmental, Engineering and Finance documents related to the funding requests. Perform initial review of federal eligibility of the fund requests. Verify if Project numbers, prefix, Advantage ID numbers and Programs are created correctly for each project. Verify if the projects are programmed correctly in the Federal Transportation Improvement Program (FTIP) and California Transportation Improvement Program System (CTIPS) and other pertinent programming databases per requirement. Prepare documentation for area engineer's approval. Assist with the approval of these requests and transmit along with all required documents in the Federal Aid Database System (FADS), the Financial Management Information System (FMIS), to FHWA and Caltrans Division of Budgets. Review corresponding district entries into Local Assistance Project

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Database (LP2000) for completeness and accuracy. Work with District Local Assistance Engineer (DLAE) staff to resolve any issues with requests. Upon completion of review, provide project folder, RFA, Transfer Request package as required to the area engineer for final review and approval. Using Vote Initiation Process Electronic Record (VIPER) system to prepare allocation letters, fund transfer letters for area engineer's final review, approval and signature as per requirements. Upon CTC approval, tracks the CTC actions, allocation and print vote box and update information in LP2000. Review key fields of Award Packages and Final Reports of Expenditures. Coordinate with Local Program Accounting (LPA), district and area engineer to resolve any issues with package.

20% (E) Perform complex engineering studies and develop technical procedures to assist the area engineer or Office Chief as required. Compile data and prepare reports related to project implementation and completion. Prepare and monitor project progress reports and initiate action to aid in timely implementation. Provide regular and ad hoc status reports as requested by management. Provide daily program and project level advice consistent with existing policy and guidelines to the area engineer.

20% (E) Provide comments on policy and procedural guidance and training to district staff, HQ staff and local agencies. Assist in reviewing, and revising existing and developing new policies and procedures related to Project Implementation when needed. Assist area engineer or Office Chief in developing/changing the policies, procedures, and guidelines related to Local Assistance engineering projects and share that information with DLAE's. Assist area engineers with Audits on process reviews of local agency files. Coordinate with FHWA, local agencies, Caltrans HQ functional units and districts to assist the area engineer in helping resolve individual project requests or agreement issues. Assist area engineers as required to draft agreements such as but not limited to Match Exchange, Freeway Service Patrol, Memorandum of Agreement (MOA), FHWA Value Pricing Agreements.

10% (M) Under direct supervision of the Office Chief, Office of Project Implementation North/South the transportation engineer will act on behalf of the area engineer during his/her absence. The transportation engineer will also act on behalf of other engineers in the office handling those duties that cannot or should not be delayed for an extended period of time. The transportation engineer may direct the activities of Staff Services Analysts (SSA's), Office Technicians, Retired Annuitants and/or Student Assistants as required. Prepare internal operating instructions for use by clerical staff, administrators, HQ's, and district engineers. Provide guidance as required to SSA's and others in efforts to help design computer programs and data linkages and to input data to the program databases. Analyze office procedures and process for efficiency and effectiveness and make recommendations for improvement.

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¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position is not designated Supervisory. The incumbent coordinates with other staff at Caltrans and outside Caltrans partners to ensure project implementation.

The incumbent may direct activities of SSA's, Office Technicians, Retired Annuitants and Student Assistants based on the needs of the Office.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Must have knowledge of transportation economics, financing, federal aid transportation project implementation requirements, and Federal and State laws regulating the activities of local agency projects.
- Must have knowledge of various phases of transportation systems planning and engineering work related to project development, programming, maintenance and construction. Must have knowledge of project development procedures, AASHTO, Caltrans, and local agency engineering design standards and Federal and State environmental requirements for advancement of transportation projects. Must have the knowledge of the internal working arrangements of a typical Caltrans district operation.
- Must have an understanding of the Local Assistance Program and Project Delivery; responsibilities of project managers, functional managers and project management support unit; the local project management process; the local project development process; and supporting processes including the Federal authorization/obligation process and project funding.
- Must have knowledge of the latest engineering practices and administrative policies required to produce timely and effective studies and reports that are acceptable to local agencies, Caltrans, and/or the FHWA.
- Must be proficient in word processing, spreadsheets and databases using PC computers.
- Must have the ability to understand and help implement office, division, department goals, strategic plan, objectives, policies and standards.
- Must have ability to assimilate and evaluate technical and procedural input from various sources, develop alternative courses of action and make objective recommendations in all issues related to project implementation. Must be able to investigate, research, and stay abreast of the changes in the federal and state laws related to transportation.
- Must have the ability to use professional judgment in making decisions. Must have the ability to analyze situations accurately and adopt an effective course of action. Must have the ability to analyze facts and data and from these develop recommendations, technical correspondence and comprehensive reports. Must be able to expand on the practical application of written policies, procedures and standards, and also be able to prepare issue papers, exception requests and reports recommending changes to existing procedures and standards when necessary.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for assisting with project authorizations, execution of project agreements and making recommendations for project allocations to CTC. Incorrect decisions could impact the funding eligibility, loss of funds, project delivery delays of local projects. Incorrect decisions could impact the Department's credibility and image to the public and transportation users.

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PUBLIC AND INTERNAL CONTACTS

This position maintains regular contacts with a large number of personnel in Caltrans, both in the districts and in HQ's and FHWA. This position has contacts with local agencies and other federal and state agencies. This position responds to inquiries from the public and local agencies regarding project authorization and implementation. These contacts will be verbal or written, as needed, to perform assignments.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The employee is required to sit for long periods of time using a keyboard and video display terminal. Performing duties for this position requires regular punctual presence at the office site. Mental requirements may include sustained mental activity needed for report writing, auditing, problem solving, analysis and reasoning, etc. Emotional requirements may include the ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations; recognize emotionally charged issues or problems; and acknowledge the various responses.

WORK ENVIRONMENT

While at the base of operation, the employee will work in a climate-controlled office under artificial lighting. Employee may also be required to travel to field sites, other office buildings and work outdoors and may be exposed to dirt, noise, uneven surfaces, traffic conditions and/or extreme heat or cold.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor (Print)

Supervisor (Signature)

Date